

Grant Application Process

Procedural Bulletin # 2

Purpose

The purpose is to provide the general process of funding consideration and review of the application.

Submission of the Grant Application

Grant applications must be completed annually by the Community Corrections Advisory Board.

In order to be considered for any and all funding, applicants **MUST** submit a current County Collaboration Plan, in addition to any required documents as a part of the application.

The local Community Corrections Advisory Board must review, prioritize, and approve the grant application by providing an approval letter to accompany the application. Grant applications and supporting documentation must be submitted electronically via the instructions provided in the grant cover letter.

Consideration of Funding

Grants funds will be considered and prioritized as directed by the Indiana Department of Correction (IDOC) Commissioner. Information on funding priorities and availability of funding will be provided in the announcement of the grant application and found in the grant application cover letter.

Review Process

1. Each application and Collaboration Plan will be scored using a grant scoring matrix by staff members within the Community Corrections Division.
2. Completed grant applications and Collaborations Plans may be forwarded and reviewed by the Justice Reinvestment Advisory Council (JRAC).
3. Grant funding recommendations will be made by the IDOC Community Corrections Division for each eligible entity applying for grant funding.
4. Grant funding recommendations will be presented to JRAC at a set meeting. At this meeting, JRAC members may vote on funding recommendations to be sent to the IDOC Commissioner, or the Council may decide to provide additional recommendations or changes and vote at the following meeting.
5. After recommendations have been made by the IDOC Community Corrections Division and by JRAC, the recommendations are forwarded to the IDOC Commissioner for final approval.

6. IDOC will notify grant applicants on status of award by distributing to each applicant a grant award letter or notice of non-award.
7. The IDOC Division of Contract Compliance shall prepare an Executive Document Summary (Contract) for each contract/application.
8. The Executive Document Summary will be electronically signed by the registered signatory as instructed by IDOC.

Grant Amendments

No amendment to or substantial modification of an approved Community Corrections Plan (Grant Application & Budget) may be placed in effect until the IDOC Community Corrections Division and county executive, or in a county having a consolidated city, the city-county council, have approved the amendment or modification (IC 11-12-2-4(d)).

Program amendments that are part of the overall local Community Corrections Plan will be considered by the IDOC Community Corrections Division at any time. A program amendment is a change in program level of supervision operations which has no fiscal impact to the Department (i.e., implementation will not require any additional grant funds immediately or in the subsequent fiscal years of program operation).

Proposals for additional funds may be submitted for consideration at any time in the approved format and considered as IDOC priorities if funds allow. All new requests must include a description of the funding need, a budget, and if the additional funds are needed for a singular use or an ongoing basis.